



TIWI COLLEGE

Occupational Health & Safety Policy

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school.
- Promotion and maintenance of a safe working environment is a responsibility shared by all.
- The TEB wish to abide by the *Work Health and Safety (National Uniform Legislation) Act 2011*, to ensure the school environment is safe and our staff and students are fully informed of any requirements to be met.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issues within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.
- To report *notifiable incidents*, should they occur.
- To inform staff of OH&S issues within the school.

Implementation:

- Occupational Health and Safety is a shared responsibility of the Tiwi Education Board, Leadership Team and all staff

Training.

- The TEB will ensure provide funds to ensure that the appointed workplace Occupational Health and Safety representatives (one nominated by Principal, the other nominated by staff) receive the appropriate training and accreditation.
- New staff have access to Induction professional development, including site specific awareness.
- New staff work in teams with current staff to ensure job specific tasks are fully understood and they are fully informed of task specific procedures to prevent accidents and injuries.
- All staff are required to participate in our annual Senior First Aid Training professional development days.
- 2 staff are required to have White Box training and certification
- All staff are required to attend the Tiwi College Workplace Health & Safety folders training.

Consultation

- The nominated OH&S representatives meet fortnightly
- OH&S issues are tabled at Executive meetings weekly
- OH&S issues are tabled at Staff meetings fortnightly
- The Occupational Health and Safety representatives and Principal will meet and conduct 'walk through' safety audits using checklists monthly or as a specific need is warranted.
- Issues relating to OHS, for example building works, restricted areas, will be communicated to all staff.
- Regulations relating to the correct use and storage of equipment and substances will be communicated relevant staff and adhered to.



TIWI COLLEGE



Risk Management

- Via consultation with staff and OH&S representatives, audits are compiled and addressed; risk control measures are addressed and evaluated
- Essential services to the college community are monitored and maintained by the Maintenance Manager
- Each building has detailed information regarding; Evacuation plan, Emergency First Aid & Fire Extinguisher usage
- All College vehicles are serviced regularly by our Fleet Manager.
- A 4WD training course is made available to staff annually
- Classroom or home equipment in need of repairs is completed by our Maintenance Manager upon e-mail request from staff.
- Any hazard identification identified by staff is e-mailed to our OH&S representatives and the Principal CC'd for the appropriate risk management to occur.
- First aid kits and the first aid room equipment are checked and audited regularly
- As far as is reasonably practicable, adequate resources will be available to ensure that the workplace meet appropriate Occupational Health and Safety standards, for staff and students.
- Our annual budget will reflect a fair and reasonable proportion devoted to OH&S training and risk management
- All college staff have access to Work Place Health & Safety information folders, in their homes detailing:
 - Workplace Health & Safety procedure
 - Evacuation/emergency procedures
 - Critical personnel & phone numbers
 - Incident/Hazard reports
 - White Box personnel
 - First Aid Procedure
 - Emergency first aid procedures
 - Use of Fire Extinguishers
 - Cyclone procedure
 - Bush Fire Procedure
 - Specific Environmental information and first aid:
 - * Snake Bite
 - * Bites and Stings
 - * Being Crocwise
- The College handbook outlines specific procedures consisting of:
 - First Aid procedure
 - Vehicle use
 - OH&S Procedure
 - Critical Incident Procedure
 - Complaints and Grievances Policy
- All buildings have maps and procedures covering:
 - Evacuation plan
 - Emergency First Aid
 - Fire Extinguisher usage
- When using college vehicles, staff have access to:
 - Recovery kits
 - Satellite phone
 - First Aid kit



TIWI COLLEGE



- Annual audits and maintenance consist of:
 - Fire extinguishers & blankets
 - Smoke detectors
 - Electrical testing & tagging
 - Burning off
 - All island fire control meeting

Reporting

- All accidents and incidents will be investigated and reported to the school administration.
- Any notifiable incidents will be reported to NT WorkSafe, using FM137.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- Compensation and rehabilitation issues are to be referred to the Principal as necessary.

Evaluation:

- Hazards and the implemented risk management controls will be evaluated as required
- An annual Occupational Health and Safety review will be conducted by the OH&S representatives in consultation with the Principal, or after any serious incident.